



ASSISTANT DIRECTOR FOR PROCUREMENTS

The New Jersey Department of the Treasury, Division of Purchase & Property, seeks an ***Assistant Director for Procurements***. Under the direction of the Deputy Director, the Assistant Director will oversee, plan, organize and direct the work operations of a Procurement Unit including the review of specifications, proposals, award recommendations, and evaluation committee reports. In addition, the Assistant Director will assist in policy development, recommendation and implementation; participate in organizational planning and development and in exercising executive control over the procurement of goods and/or services; and participate in the review and coordination of proposed legislation affecting assigned program areas.

Education: Graduation from an accredited college or university with a Bachelor's degree. A Graduate degree is preferred.

Experience: A minimum of four years of managerial experience involving procurement for a governmental, not-for-profit, or for-profit organization.

In addition to the required education and experience, the ideal candidate will have excellent writing skills, solid customer service skills, a strong work ethic with the ability to manage a diverse workforce with a diverse workload, and the ability to effectively communicate with a variety of agency officials and vendor representatives. Candidates should be prepared to provide samples of their writing as part of the interview process.

Salary is commensurate with education and work experience. A comprehensive benefits package is offered as well.

In accordance with the *New Jersey First Act, P.L. 2011, c.70*, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

If you are qualified and interested in this position, please send your cover letter, resume, writing sample, and application for employment, **via e-mail only, no later than March 13, 2015** to:

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "ADP" in Subject Line)

Your application for employment *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>

New Jersey is an Equal Opportunity Employer